

## Protocol CV-19 Closure – Safeguarding Policy Addendum (January 2021)

### Safeguarding Protocol

This addendum sets out changes to our normal Safeguarding policy in light of coronavirus, and should be read in conjunction with that policy. Unless covered here, our normal safeguarding and child protection policy continues to apply.

This addendum is subject to change, in response to any new or updated guidance the government may publish. We will keep it under review.

**For Staff:** All contact must be logged and any concerns are raised immediately using CPOMs (where appropriate) emailing or phoning one of the DSLs

### Key Messages to Parents/ Carers (Staff will NOT give medical advice!)

- ✓ Follow government guidelines on staying safe during the outbreak, and take all precautions to protect yourself & your family. During this uncertain time key messages from Thorpe Primary will be communicated via: text messages, emails, academy website and Twitter – families need to keep an eye on this.
- ✓ We want students to be back into full time education as soon as possible, however the health of our students and staff and wellbeing of our community takes precedence and where students can be safely educated at home, the school has made provision for learning to continue.
- ✓ We want to ensure that all students continue to make educational progress and we are setting and feeding back on work, and monitoring the completion of work
- ✓ All work is being set via Google Classrooms. Parents are asked to ensure that pupils are completing it, and returning completed work to their teachers. Any queries or concerns regarding this can be sent via [office@thorpe.bradford.sch.uk](mailto:office@thorpe.bradford.sch.uk) or communicating directly with teachers through the Google Classrooms platform

**If staff or parents have any Safeguarding or Wellbeing concerns about students or safeguarding concerns relating to the behaviour of school staff, they should report this immediately:**

**School Safeguarding:** 01274 414126

**Emergency:** Emergency Services (999) or Bradford Social Care (01274 435600) during office hours 8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm on Friday. At all other times call the Social Services Emergency Duty Team on 01274 431010. If you have an emergency, or if you have reason to believe that a child is at immediate risk of harm, then please contact emergency services on 999.

**Medical:** If non-emergency use 111 (online or phone) or contact your GP; in emergency 999

**General wellbeing:** [m.fletcher@thorpe.bradford.sch.uk](mailto:m.fletcher@thorpe.bradford.sch.uk)

Focus Area	Action	Responsibility
Identification of Priority Pupils	<p>Thorpe Primary's priority pupils are those who meet the following criteria:</p> <ul style="list-style-type: none"> <li>• CP, CLA, EHCP, CIN</li> <li>• EH, CAMHS, considered vulnerable by the school</li> <li>• Young Carers</li> <li>• Those pupils on the edge of receiving support from CSC</li> <li>• Pupils who receive internal support</li> </ul> <p>All the above categories have been identified to access face to face learning in school.</p> <p>Attendance is tracked daily, coded in accordance with DfE guidance and any concerns are relayed to DSLs by the Pastoral Manager.</p>	SLT/DSLs / Inclusion Manager/ Pastoral Manager

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Educational Provision for Vulnerable Pupils	<ul style="list-style-type: none"> <li>If priority students have declined a school place the Pastoral Manager and DSLs will work together with the SW and families to explore the reasons and encourage attendance.</li> </ul>	/DSLs/Inclusion Manager/Pastoral Manager
Communicating with parents/carers	<ul style="list-style-type: none"> <li>Safeguarding phone calls are made weekly for all the above groups by the Pastoral Manager and Safeguarding Team.</li> <li>If staff are unable to make telephone contact with the child then they will continue to try all numbers available until contact is made. If still unable to make telephone contact with the child, the school will make a home visit and inform the social worker if they have one.</li> <li>Children Social Care will be informed via the social worker of any concerns/contacts</li> </ul>	Pastoral Manager/Inclusion Manager/DSLs
Welfare Checks	<ul style="list-style-type: none"> <li>Weekly home visit welfare checks will be made by Pastoral Manager and member of the safeguarding team each Monday to priority students who have declined a school place.</li> <li>Children must be physically seen and where practical, spoken to.</li> <li>These visits will be logged on CPOMs and the Safeguarding team tagged into this alert for monitoring / intervention purposes.</li> <li>Any pupil who is not seen will be followed up by phone call the following day and a further home visit carried out if necessary.</li> <li>Social workers will be updated weekly</li> </ul>	Pastoral Manager/DSLs/Support staff
Safeguarding Staffing	<p>The Safeguarding Team will remain contactable by telephone and email at all times during the school day and will be present in school according to the staff rota. CPOMs will be monitored at all times by the DSLs and HT</p>	Safeguarding Team
Working with outside agencies	<ul style="list-style-type: none"> <li>The Safeguarding Team will continue to keep open lines of communication with Children’s Social Care and attend conferences and reviews remotely as required.</li> <li>In cases where the school has concerns around hardship, families will be referred / signposted to local organisations including food banks.</li> <li>The Inclusion Manager will keep open lines of communication with the LA SEND team and other practitioners relating to the students with SEND and continue to undertake all duties associated with the needs of these students, including scheduled reviews and assessments.</li> <li>The Inclusion Manager will keep open lines of communication with the CLA team (Virtual School) and undertake all duties associated with CLA including PEP reviews</li> </ul>	Pastoral Manager/Inclusion Manager/DSLs



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Remote Learning	<p>All staff have been instructed to abide by the following protocols</p> <ul style="list-style-type: none"><li>• Work can only be set for pupils via Google Classrooms</li><li>• Staff must never communicate with pupils using personal email accounts (neither staff or student accounts) and must only use the school email account</li><li>• Staff must never communicate with pupils or their parents using their home phone, even if the number is blocked, or personal mobile</li><li>• Contact with parents/carers will be through the parent/carer's email address/ phone calls using the school landline/Google Classroom message function.</li><li>• Contact with the children not in school will be through Google Classrooms feedback and message function/phone calls to parent/carer's phone numbers, with the parent in attendance and their phone on speaker.</li><li>• Staff will continue to be alerted to signs that a child may be at risk of harm online, and act on any concerns immediately, following our reporting procedures.</li><li>• Any concerns which are communicated to staff via google classrooms, or anything which staff feel is a cause for concern, must be passed on immediately to the Safeguarding Team</li><li>• Staff must ensure that any use of online learning tools and systems is in line with privacy and data protection/GDPR requirements. If in doubt they should check this with the school's ICT support team/GDPR lead.</li><li>• Staff must not use unsecured video conferencing formats for example WhatsApp, Facetime, Zoom or Skype to present information to pupils/communicate with them.</li><li>• Any pupil who is not engaging with remote learning will be contacted by the Pastoral Team and or class teachers and arrangements will be made to secure access to learning</li><li>• Staff will remain vigilant to any instances of poor behaviour which could result in bullying or peer on peer abuse. Inappropriate online behaviour will be responded to in line with existing policies such as anti-Bullying and Behaviour. All incidents must be reported and followed up by the SLT.</li></ul>	SLT
Mental Health and well being	<p>The school acknowledges that these are extraordinarily stressful times for all concerned and this could impact on the mental well-being of staff, students and their families/carers.</p>	Pastoral Manager/DSLs



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	<ul style="list-style-type: none"><li>• Parents /carers should get in touch via the contact numbers/email address if they have concerns about the mental health and well-being of their children and we will endeavour to support them.</li><li>• Parents/carers should be aware that pupils will possibly be spending an increased amount of time on-line at home and adequate supervision should be in place to enable them to keep their children safe from on-line abuse. Any concerns about this should be reported to the school who will provide further support and advice</li><li>• Identified pupils referred to external counselling</li></ul>	
School Meals	<ul style="list-style-type: none"><li>• Arrangements have been made for all students entitled to a FSM to receive a weekly food parcel which can be collected every Monday. From 18<sup>th</sup> January until 12<sup>th</sup> February, we will be using the national voucher scheme (Edenred) to provide support to families. These pupils in receipt of FSMs and who are vulnerable but are not attending school will have their vouchers delivered alongside the welfare checks. If further support is needed families will be signposted to local foodbanks.</li></ul>	School Catering Manager/Pastoral Manager/SLT